



State of New Jersey

DEPARTMENT OF EDUCATION
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Jon S. Corzine
Governor

Lucille E. Davy
Acting Commissioner

October 10, 2006

TO: Chief School Administrator
Charter School Lead Person

FROM: Isaac R. Bryant, Deputy Commissioner

SUBJECT: **NJ SMART Data Submission**

Over the past two weeks, NJ SMART information sessions have been held across the state explaining the December 2006 data submission requirements your district is expected to fulfill.

By **December 18, 2006**, the following files must be submitted to the NJ SMART portal, according to the data specifications discussed in the information sessions:

- **2005-2006 End of School Year or June 30, 2006 Snapshot**
- **December 1, 2006 Snapshot**

By December 18, 2006, your district must upload to the portal your initial submission for each of these files. As you know, once you upload files to the portal, they will be processed through data validation routines, and you will receive error reports that may require you to correct data in your source systems, and then resubmit the corrected files to the portal. Once the errors have been resolved, you will release your data to the State through the portal. The deadline for releasing data files to the State is **January 6, 2007**.

In order to support your district in fulfilling these data submission requirements, the following activities will be occurring over the next month:

- October 16: Official Student Data Handbook, Data Dictionary, and File Template Posted to NJ SMART Website
- Week of October 30: Optional Webinars on Data Submission Requirements
- Beginning the Week of November 13: Weekly Webinars on Data Submission Process; Portal Usernames/Passwords Sent to District Web User Administrators

Each of these activities will be announced through emails to staff who attended the information sessions over the past two weeks, as well as being posted on the NJ SMART web site, www.nj.gov/njded/njsmart.

Your participation in the activities described above is critical to the success of this initiative. Failure to do so will result in sanctions that the DOE would prefer not using. Be reminded that according to the 2006 Budget Appropriations Act, "...the Commissioner may withhold State aid payments to a school district that had not submitted in final form the data elements requested for inclusion in a Statewide data warehouse..."

If you have any questions about this data submission process, please contact NJ SMART at 1-800-254-0295.

IRB/JL/pm:NJSmart

c: Acting Commissioner Lucille E. Davy
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